

**Port of Allyn
Executive Director's Report
February 3, 2020**

Report Items:

State Audit: As you know, we had our exit conference with the State Auditor on Thursday. She did say that they want itemized receipts for credit card purchases – especially from restaurants. And while I do review the reconciliations, she would like me to sign them as well. Other than those minor issues, we had a completely clean audit.

Update to the Comprehensive Scheme: This is on the agenda for a Public Hearing tonight, and another on and adoption next Monday, because it needs to be sent to RCO by March 1. I sent it to you early so you would have time to review it prior to the hearings, but it is laid out and prioritized basically as you all said you wanted at the October 25, retreat.

Update to our Policies and Procedures: It is a best practices recommendation that we periodically review and update all of our Policies and Procedures – which have not been done for about three years. This is a major undertaking, and will require some time to put together a final draft for your approval. I'd like to present the draft at our October 5, Regular Meeting unless I get them done sooner, which considering the other projects we have on our plate, I don't anticipate.

Budget Adjustments: As you are aware, we have had a number of changes to our project agendas and other things, and I recommend we do a mid-year budget review. I had originally proposed this for at May 4, meeting and finalize any adjustments at our June 1, meeting. I'd like to revise that date to review on June 1 and adopt changes at the July meeting. This is on the agenda for discussion.

Meeting With State Representatives: Myself and the lobbyists met with Representative McEwen and Senator Sheldon on January 16 to discuss additional funding requests for the Oyster House. They echoed what the lobbyists originally told us at the meeting we had with them - there isn't any money in the supplemental budget, so not to expect any. But the meeting was more about face time with them than anything else. We also met with Representative Griffey on the 27th and the story was the same. He did ask if we had any \$10,000 projects as he may be able to get that much for us. I told him we'd find something and submit it.

Yerac Community Utilities Proposal: Nothing new to report here. We submitted a loan application to the State Department of Health to purchase the Allyn Carey Water System and are still waiting on the loan application to be approved.

Security Issues: As you know, we have been discussing installing high-resolution wireless, remote cameras here at the park as well as the Hood Canal boat launch and marina. We want a system that will transmit images from multiple cameras in multiple locations and store them in the cloud for any necessary law enforcement documentation. Commissioner Jackson and myself met with a potential vendor on the 15th, along with a representative from the Port of Grapeview, who may be interested as well. What we are waiting on is a bid.

Electrical Issue: We are having a problem with the installation of the electrical equipment for the Transient Moorage Facility. The main breaker keeps tripping – and there's no load on it. The electrical contractor was out here and couldn't find a definite problem, as it appears to be intermittent. They have a guy who lives in Mason County and he's going to stop here every day and try different circuits and hopefully be able to isolate it. If not, it may be a faulty main breaker of ground fault circuit interrupter.

WPPA Meeting Schedules: Next up is the Spring Meeting, which is May 6 to 8, at Skamania Lodge. The BIAS Rally is February 17 through 20. In Spokane. LeAnn and I will both be attending that.

Renting Our Small Office: Nothing new to report on this.

Totem Pole Issue: James Kelsey and I are still trying to find a date that works for both of us to do this.

Old Business:

Oyster House: As you know, our current part of the project is to get the launch ramp removed and the pilings driven.

We have a bid from Art Anderson for all the engineering, design work and bid document preparation for this of \$52,590. I included a copy of the bid in your meeting packet, and put it on the agenda for approval. I have also asked them for a recommendation of a firm for the Geotechnical report about the soils where the pilings need to be driven. The bid we got from Envirotech was \$6,800, and requires test borings in the water. I talked to Bill Rehe about that because I believe that cost was out of line. He agreed, and offered to talk to Envirotech. I also have the name of two other potential companies to get bids from if that doesn't work.

Once the design work is finished, we can proceed with the Army Corp of Engineers (ACOE) permit. Once we have that we can begin the demolition. We have until the end of February to get that done, but obviously, that isn't going to happen, so we have to wait until July. But aside from getting these things ready to roll, we are in a holding pattern until we get the design work done and the ACOE permit.

Sweetwater Park: We have the final paperwork for the transfer in hand. However there are a couple of issues of concern that came up on the title report that need to be resolved before we close on this. One concerns water rights and another an old easement. I emailed a copy of the report to all of you on December 31, and outlined our concerns. I also sent a copy to Dana Rosenbach.

Joe believes all these issues can either be resolved or insured for, and he recommended we move forward with preparing for closing. However, the easement issue may require a survey to find exactly where that easement is located. The question is, who will pay for that. Also, it is customary for the seller to pay for the title insurance, but the NMSD is balking on that. If we have to insure against the title issues, we will have to pay the difference between the standard title policy and an enhanced one. That cost is estimated to be just shy of \$800. So we are standing still until these issues are resolved.

Staging Area Development: As you know, we closed the sale on the Ogren Property on December 31, and are now the owners. Nothing new has happened on this since last month, other than I called Enduris and had it added to our policy. I did cover the contents for \$100,000 – even though we are requiring the Ogrens to have renters insurance. Considering what could happen, I felt the small amount to cover the contents was worth the extra protection. The last thing we need would be for some disaster to occur and we get sued.

I have also discussed getting access for the required inspections and assessments with Mrs. Ogren so we can move forward quickly once they have vacated the property. She has agreed to be cooperative. Hopefully, we can begin demolition shortly after they have moved out.

All-Ports Meetings: We have contacted all the Mason County Ports again last week, and asked for some dates that work for everyone to have another Mason County All-Ports meeting. We're just waiting to hear back from everyone with dates to schedule this. I have heard from Dewatto and Shelton about being interested, but no dates yet. Nothing from Hoodspott.

The last Kitsap All-Ports meeting was January 27, which I wasn't able to attend.

Transient Moorage Expansion Project: This project is essentially complete. We do have some additional reimbursements to submit, and unless we can use the leftover grant funds for the fire system upgrade, that will close this out.

I have submitted a Scope of Work amendment form to our grant manager at Commerce for this. She told me it would be an expansion of the scope of the grant, but since it was a code issue there was a possibility we could. She told me to get costs, write it up for her and submit it and she'd see what she could do to help.

We asked Art Anderson & Associates to work up an Engineer's Estimate so we at least have an idea of how much money we'll need, as well as get a clarification of exactly what we would need to do. They have contacted the fire marshal, as in reviewing the code requirements, one question that would significantly impact costs is whether or not a sprinkler system is required for the dock. Art Anderson believes it is not required, and stated several code sections dealing with this and followed up with a note to the fire marshal citing those code sections. He said he would review them and get back in touch when he did. I followed up with Ben Anderson last week, but have yet to hear back, but said they would re-contact him.

Criminalization of Marina Rules: Nothing new has happened, although Commissioner Jackson has a direction on how to proceed. But first we need to get the cameras in place.